

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 028-05

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: WAREHOUSEMAN
FSN-805-2; FP-CC

OPENING DATE: August 17, 2005

CLOSING DATE: August 30, 2005

WORKING HOURS: FULL TIME: 40 hours per week; weekends and evenings required.

SALARY: Not-Ordinarily Resident (NOR): US\$ 18,007 p.a. (Starting Salary)
(Position Grade: FP-CC)

Ordinarily Resident (OR): KD 4,186 p.a. (Starting Salary)
(Position Grade: FSN-2)

<p>The position is temporary for 13 months, continuation beyond September 30, 2006 is contingent upon funding.</p>
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Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Warehouseman in the Warehouse section of the General Services Office.

BASIC FUNCTION OF THE POSITION

The incumbent of this position will work under the general supervision of the Warehouse Supervisor.

Duties include:

- Receives, inspects, stores and arranges materials including furniture and office supplies. Maintains the related documents and paperwork.
- Participates in tagging all non-expendable property. Participates in inventories by doing physical count reconciliation and check the NEPA records against the physical count.
- Completes work orders and requests for expendable and the related paperwork.

- Delivers furniture, supplies and equipment, and issues welcome kits.
- Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

1. Completion of elementary school.
2. One to two years of warehouse experience or an equivalent amount of suitable experience.
3. Level III (good working knowledge) **Speaking/Reading/Writing** English. Must be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and prepare correspondence and standardized reports. Must be able to communicate effectively with staff and members of the public in the language.
4. Must have basic knowledge of supply operations and procedures. Must be able to learn locations of items by oral and written directions. Able to do physical inventories.
5. Must be in good physical condition and able to lift 50 kg.
6. Must be able to use or learn the bar code equipment.
7. Possession of a valid Kuwaiti drivers' license.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
- Candidates **must** have a transferable residence permit.

TO APPLY:

Interested applicants for this position should submit the following:

- Optional Application For Federal Employment (OF-612).
- A current resume or curriculum vitae that provides the same information as an OF-612.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided he/she meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service (FS) post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniform service members who are on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB AUGUST 30, 2005

An Equal Opportunity Employer